GOVERNANCE DOCUMENT

Department Mission:

History is an encompassing discipline that examines the connection between historical events and human experiences. By studying the causes, contexts, and chronologies of individual events and larger historical developments, history provides an understanding of the nature of continuity and change in human experiences. History also seeks to place contemporary issues, ideas, and relationships in historical perspective. A historical perspective gives a sense of both the chronological ordering of events and the relationship of diverse events at a given moment. It also involves sensitivity to cultural differences and awareness of conflicting interpretations of the same occurrences.

The Department of History serves undergraduate and graduate students, the profession, and society in general. The undergraduate curriculum is designed to provide both majors and non-majors with (1) an appreciation of the nature and importance of a historical perspective, (2) an understanding of the development of specific peoples and societies, and (3) an awareness of conflicting interpretations of the past. Additional goals for majors at the undergraduate and graduate level include achievement of (1) an understanding of the nature of the discipline of history, and (2) the research, writing, and analytical skills to pursue professional careers or to continue their education in graduate and professional schools. The department also has a strong commitment to the professional development of its faculty through the production of scholarly publications and participation in the programs and offices of professional associations. Finally, the department seeks to serve the community at large through work with local historical and professional organizations, lectures to local groups, and publications focusing on the history of the immediate area. In all these activities the Department of History seeks to maintain the integrity of history as a scholarly discipline within the liberal arts and to promote the highest professional standards.

I. Membership

A. Full membership in the department will be extended to Assistant, Associate, and Full Professors, who are tenure-earning or tenured
and whose appointment is exclusively in the Department of History on the Tampa campus.

B. Voting rights will be extended to full members of the department, including those on leave. Instructors appointed to the Department of History in Tampa and history faculty assigned to other USF campuses will be invited to participate in discussions and to vote on matters related directly to the history curriculum, including degree requirements. Adjunct and visiting faculty do not have voting rights.

C. Formerly tenured faculty members of the department, currently on phased retirement, shall be accorded voting privileges in departmental matters of policy and procedure, such as hiring and chair elections. As per university guidelines, such faculty members are not permitted to vote on tenure or promotion cases.

II Administration

A. Department Chair

1. The duties of the department chair will include representing the department within and outside the university, proposing and overseeing the budget, allocating resources including travel funds and office space, selecting the associate department chair, the undergraduate advisor, the graduate coordinator and library coordinator, choosing members for department committees, scheduling classes, recruiting adjuncts, setting the agenda and presiding over department meetings, and making salary recommendations. The chair is also responsible for making annual faculty assignments and evaluating faculty in accordance with the procedures of the Collective Bargaining Agreement.

2. Procedures for selecting a department chair: Upon a vacancy in the chair position or at the end of a term of an incumbent chair, department members will consider candidates for the position of chair in a election to be held at which at least two-thirds of the full-time history faculty is present. Election of a chair-designate will occur upon simple majority vote of all full-time faculty, for one candidate. Faculty on official leave of absence will be allowed to vote; absentee ballots will be permitted. Department members will select an election committee consisting of two members of the department which will distribute and count the ballots and communicate the results of the election to the department and the Dean. In the event of a tie for election to the committee, all those receiving the highest number will serve on that body. All balloting
will be secret, although proxy votes will be examined prior to the balloting by the election committee for authenticity. Open proxies not specifying particular candidates will not be accepted. The chair-designate will be presented to the Dean of the College for confirmation. The chair, once confirmed, will serve a three (3) year term but will be eligible for re-election at the end of his/her term for an additional three (3) year term. Chair elections for new terms will be held the last Friday of February in the last year of the incumbent’s term.

3. The chair will be evaluated annually according to the procedures of the department for regular faculty except for the following stipulations. The chair will be evaluated by the Executive Council relative to his/her relationship with the council as an administrator. The chair will also be evaluated by the faculty (tenure-earning and tenured) relevant to his/her effectiveness as chair. The Executive Council will develop the mechanisms, which may be written and/or oral, to complete the evaluation.

B. Associate Department Chair

1. The principal responsibility of the associate chair will be to assist the department chair. The specific duties of the associate chair will be determined by the department chair and may include representing the department throughout the university and serving as “acting chair” in the absence of the department chair.

2. The associate chair must be a tenured member of the Department of History.

3. When a vacancy in the position occurs, the department chair will solicit nominations from department members. Self nominations will be accepted. After reviewing the nominations, the department chair will select the associate chair, subject to approval by the Executive Council.

4. The associate chair will serve at the discretion of the department chair or until a new department chair takes office. The associate chair may complete a term on the Executive Council but not stand for re-election.

5. The associate chair will be evaluated annually by department member in the same manner as the department chair.

C. Graduate Coordinator
1. The Graduate Coordinator will be selected by the department chair, subject to approval by the Executive Council.

2. The Graduate Coordinator will serve at the discretion of the department chair or until a new department chair takes office.

3. The responsibilities of the Graduate Coordinator will include advising graduate students and supervising the admission process.

D. Department Committees

1. The Executive Council will advise the department chair and serve as the departmental personnel committee responsible for all personnel matters, including appointments, annual evaluations, promotion, salary, and tenure. The four members of the Executive Council will be elected from among the tenured members of the faculty to serve a two-year term, with two members elected annually during the spring semester. Any vacancies will be filled by special election.

2. The Graduate Committee will oversee the graduate program, including admission of graduate students, continuing evaluation of students, selection and assignment of graduate assistants, and other pertinent matters. Members of the Graduate Committee will be:

   The Graduate Coordinator (chair)
   One member of the Executive Council
   One member of the department at large
   The department chair (ex officio)

Members of the Graduate Committee will be appointed annually by the chair with the concurrence of the Executive Council.

3. The Curriculum Committee will oversee the undergraduate program, including review of new course proposals. Members of the Curriculum Committee will be:

   The Undergraduate Advisor (chair)
   One member of the Executive Council
   One member of the department at large
   The department chair (ex officio)

Members of the Curriculum Committee will be appointed annually by the chair with the concurrence of the Executive Council.

4. The Library Committee will oversee departmental library matters, including development of the collection, allocation of
funds, library orders, and related matters. Members of the Library Committee will be:

The Library Coordinator (chair)
One member from the Executive Council
One member from the department at large
The department chair (ex officio)

Members of the Library Committee will be appointed annually by the chair with the concurrence of the Executive Council.

III Recruitment of New Permanent Faculty

A. The field of specialization for recruiting tenure-earning or tenured faculty and instructors will be determined by the faculty.

B. Search Committees will be chaired by the department chair and composed of the members of the Executive Council. Additional faculty may be added by the chair and Executive Council to provide expertise in the field of specialization and to meet EEO requirements.

C. A two-thirds majority of the faculty participating (including absentee ballots) will be required for making decisions regarding the hiring of permanent faculty. Voting will be by secret ballot.

IV Appointment of Temporary Faculty

A. Visiting faculty will be selected by the department chair and the Executive Council.

B. Adjunct faculty will be selected by the department chair.

V Department Meetings

Department meetings will be convened by the department chair as needed. The chair will also call a meeting if so requested in writing by two or more faculty members. Meetings will be conducted according to Roberts Rules of Order, and minutes will be taken by a member of the office staff. Proxy ballots will be permitted if in writing and specifying the exact terms. Open proxies assigning a vote to another faculty member will not be permitted.

VI Tenure and Promotion (see “Department of History Criteria for Recruitment, Tenure, and Promotion”)

VII Amendments

Amendments to this document may be adopted by a majority vote of all department members (not merely a quorum) at a regularly scheduled meeting, provided the proposed amendment is circulated in advance of the meeting.

BY-LAWS

Summer Teaching: The assignment of summer teaching by the department chair will be on a service seniority, rotational basis, with exceptional needs (pending retirement, personal or curricular considerations) to be considered on a case-by-case basis.

Articulation: It is recognized that this document may not contravene the constitutions and laws of the state of Florida; rules, regulations, and policies of the Florida Board of Governors; rules, regulations, and policies of the University of South Florida; and any applicable collective bargaining agreement or legislatively-mandated management right. The foregoing authorities will govern in the event that any provision of this document is inconsistent with or in conflict with them.

Adopted: April 28, 1995